



COMMUNITY ORGANIZER

DEPARTMENT: CE
REPORTS TO: Program Manager
CLASSIFICATION: Non-Exempt

OF HOURS: Part-Time, 20 hours
PAYRATE: D.O.E.

POSITION PROFILE:

The Community Organizer is responsible for the development and ongoing support of community safety and substance abuse prevention efforts in the Mid-City area of the City of San Diego. **This is a temporary position contracted to end on 09/29/2017.**

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Organize, develop and sustain community-based collaboration to achieve community objectives.
- Develop, plan and organize community safety and ATOD prevention activities.
- Establish and promote community participation in leadership, ownership and decision-making with regard to community priorities and project activities.
- Develop and sustain community-based collaboration to achieve program objectives.
- Provide data for outcome monitoring systems, and statistical records for government contracts.
- Prepare and deliver written and oral reports as requested.
- Other tasks as assigned by the ATOD Program Manager.

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor Degree preferred or working towards one.
- Bilingual in English and Spanish, Vietnamese Lao, or Somali preferred.
- Commensurate experience in community and economic development working with collaborative efforts and/or similar initiatives.
- Experience with crime prevention strategies, alcohol, tobacco and drug issues, environmental prevention and community development.
- Experience in working with City Government.
- Must have access to reliable transportation and be willing to use it for job-related tasks.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to work with diverse community and neighborhood organizations and constituencies.
- Possess public speaking and presentation skills.

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job



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include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.